

DCS Two Line Address and Category of Account		Telephone Number During Duty Hours		Telephone Number During Non-Duty Hours
The authorizing official acknowledges that the individuals below by name, social security number, and signature, are authorized to enter and receive Defense Courier Service (DCS) qualified material; and possess an appropriate personal security clearance for the qualified material they will be entering or receiving through DCS. Customers must coordinate with their servicing DCS Station if there are any additions and/or deletions concerning the authorizing official or the individuals named below.				
<b>Name</b>	<b>Grade</b>	<b>SSN</b>	<b>Telephone Number</b>	<b>Signature</b>
Date	Authorized Official (Name, Grade, SSN, Title, Rotation Date)			Signature

DCS Form 10-R (1 MAR 01) Local reproductions authorized

DEFENSE COURIER SERVICE AUTHORIZATION RECORD

<p style="text-align: center;">Data Required by the Privacy Act of 1974 (5 U.S.C. 552a)</p> <p>AUTHORITY: 5 U.S.C., Section 301.          PRINCIPAL PURPOSE(S): To authorize individuals to pick up DCS material.          ROUTINE USES: Information may be disclosed to DCS personnel with a need to know in the performance of their duties.          DISCLOSURE: Voluntary. If information is not provided, individuals will not be authorized to access DCS material.</p>	
Unit/Organization Mailing Address	Unit/Organization EMAIL Address (Unclass and Secure)
	Unit/Organization Message Address
Verified and Acknowledged by (Name of courier or courier assistant and respective courier station)	
Date	